

# CHRISTY J. DAWN

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## Summary of Qualifications

- ✧ Regional Property Manager with solid experience managing all phases of apartment units.
- ✧ Seasoned professional with over 12 years of experience working in a high volume full service industry.
- ✧ Excellent communication skills, verbal and written, and social skills, coupled with the ability to effectively train and motivate others with a strong emphasis on customer service.
- ✧ Proven background encompassing, positive leadership, results-oriented, marketing strategies and campaigns, teamwork, planning, complaint handling and resolution.

## Key Skills:

- ✧ Implemented training programs to include leasing, sales, marketing, and excellence in customer service
- ✧ Defining the Scope and Specifications of all property related work to be carried out.
- ✧ Improving compliance and reducing costs sound business ethics
- ✧ Monitoring of prospect application approval process for consistency.
- ✧ Minimized vacancy by implementing closely monitored marketing campaign

### **Company: Bridge 33 Capital**

#### **Designation: Commercial Property Manager**

#### **Duration: October 2018 to Present**

Responsible for daily operations for 2 million retail square feet of commercial retail, with my main focus on cultivating tenant relationships. Focusing on property curb appeal , utilizing cost efficient processes to effectively reduce property cost

### **Company: Advanced Management Group**

#### **Designation: Regional Property Manager**

#### **Duration: April 2016 to Present**

Responsible for daily operations, auditing, recruitment, training, development, and supervision of (11) apartment units with a monthly rental income of \$450,000.00. Directly responsible for supervising entire on-site staff (35) employees. Facilitating assets in owners' best interest to achieve the highest possible portfolio net operating income.

### **Company: Becker Enterprises/Beks Group**

#### **Designation: Regional Property Manager**

#### **Duration: January 2007 to April 2016**

Fully accountable for all day to day property operations for (7) locations, overseeing and enhancing the value of the property. Providing constant vendor/contractor communications concerning scheduling, billing, vendor relations and certificates of insurance. Generating necessary legal action, documents and process in accordance with State and Company guidelines.

**Company: Century 21 A Advantage Gold**

**Designation: Transaction Coordinator**

**Duration: August 2004 to January 2007**

Responsible for opening escrow with an escrow or title company and supply the escrow or title officer with the necessary information to begin the process of managing the file. Maintained files to ensure all the mandatory disclosures were completed. Provided a quality-controlled system to ensure the efficient management of all relevant steps necessary to close a real estate sale.

**Certifications:** Fair Housing - Crime Free Multi Housing - OSHA Safety - Social Media Solutions - Telephone Etiquette - Customer Service Training 2014 - 2016

**Education:** Las Vegas High School - Las Vegas, NV 1995